



Wednesday, Nov. 2, 2022

Regular Meeting with Dr. Kristin Spizzirri

Minutes

A regular of the Executive Council of the Faculty Association of Trinity Valley Community College was held in the conference room of the Athens Administration building with a call to order at 1:05 p.m. on Wednesday, November 2, 2022.

The following were present:

- TVCC Vice President of Instruction Kristin Spizzirri
- Jennifer Hannigan
- Tom Sheram
- Jennifer Stephens
- Regina Clary
- Craig Lee
- Mike Young

I. Outside Employment

Faculty expressed concerns and questions regarding the way the handbook explains the requirements for outside employment. The policy is being interpreted by some faculty to mean that all outside employment, no matter how insignificant, must be reported. Dr. Spizzirri noted the priority for full-time faculty should be student needs and contracted duties within regular expected faculty hours. Employment that takes place completely outside of working hours (9-4:30 M-F), does not conflict with faculty duties, and meets the standards of the TVCC Employee Code of Conduct found in the Faculty Handbook does not necessarily need to be reported. However, any outside employment with another college or university must be reported.

II. Facility Concerns

Three concerns regarding facilities were discussed. First, employee safety during holidays is a concern. Faculty noted in some buildings doors are being unlocked by custodial services on holidays that fall during regular weekday hours. This practice could potentially pose a threat to employees working in empty buildings while the college is closed. Second, several water fountains throughout campus that are in dire need of repair. Third, a general need for parking enforcement and repainting of fire lanes was discussed. This item will be discussed further with Dr. King during the regular meeting of the Executive Council.

III. Professional Development

There is a need for more continuity and explicit expectations for professional development classes. More communication between the creators and those who have enrolled is needed before rolling out any new courses. Dr. Spizzirri stated these classes are designed to be voluntary but also beneficial and understands the need for consistency of expectations and transparency about the expected audience and requirements for each course. She noted she will work with professional development to continue to provide well-developed voluntary opportunities for faculty.

IV. Sick Day Clarification

The use of employee sick time and personal time was discussed. With faculty only receiving two personal days a year, the question was asked if sick leave time could be used, within reason, once personal time has been exhausted. Dr. Spizzirri stated that this is the intent of administration, and that since faculty members do not receive vacation time there may be occasional need for a faculty member to use a sick day. However, she noted, class time is always the first priority and faculty members should be cognizant of the need to cancel class as few times as possible. As always, if an employee misses more than three consecutive days, they must call HR to complete an FMLA form.

V. Transfer of Courses

Discussion regarding increasing efficiency in the rotation of courses for students to effectively transfer was discussed. Faculty expressed concerns that some courses, particularly advanced courses in particular disciplines, may not be offered enough for students to. The college is working on cleaning up CSCI, Criminal Justice and other departments, said Dr. Spizzirri, and more discussion will be held on class rotations during the conversion to an 8-week schedule. The goal is to get students complete and career ready. Sometimes, she noted, there are transfer issues with those advanced courses as universities sometimes give preference to their own faculty. TVCC works with area universities to minimize that issue as much as possible.

VI. Student Evaluation of Faculty

Request for a change in the wording of the student evaluation of faculty regarding time needed to grade assignments was discussed. A rewording of the question regarding starting class on time is needed as well for surveys going out to online classes. Dr. Spizzirri stated that the Student Evaluation Committee can meet and discuss wording in a way that is not so subjective.

VII. Add/Drop

The time available to add/drop students is not allowing for all students to adjust schedules if needed. The ramifications of moving to a model where students have two class days before the end of the add/drop period was discussed. Dr. Spizzirri noted that occasionally students do end up in the wrong course, but moving the date each semester would cause complications with overload calculations for faculty. This issue will be discussed more in depth with Dr. King.

VIII. Other items

There have been a few occasions where faculty were required to teach courses with only a few students as an overload to satisfy the recent policy change that requires every faculty regularly teach face-to-face classes. Faculty members noted that this is not in line with the policy that makes overloads optional. Dr. Spizzirri stated that no instructor will be allowed to teach completely online, and that requirement takes priority over other aspects of scheduling. That leaves limited options for those teaching on satellite campuses where another section of a course may not be offered to help a faculty member make load. Dr. Spizzirri noted that all faculty members will be offered courses on other campuses to make load and still teach face-to-face. Faculty members may need to drive to other campuses.

In addition, Dr. Spizzirri shared a concern from the Information Technology department regarding faculty members who have multiple devices. Dr. Spizzirri raised the question of whether multiple devices, such as iPads and Surface Pros, are needed. She noted IT has recommended that conversations begin with a group of faculty on a task force as to whether a second device is needed.

The meeting was adjourned at 2:37 pm.